

City of St. Charles Demolition



Building Zoning Division
2 East Main Street
St. Charles IL 60174
630.377.4406 (Office)
630.443.4638 (Fax)
<http://www.stcharlesil.gov>

*Please direct any and all questions to the City of St. Charles Building Zoning Division:
Monday (8 AM to 7 PM) Tuesday through Friday (8 AM to 4:30 PM) at 630.377.4406*

A building permit is required prior to any demolition of a structure. The following are guidelines and comments for obtaining a building permit.

Application and Drawings Procedures:

- ▶ An application is to be filled out and submitted to the Building Department. The contractors names, addresses, phone numbers and, if required, their license numbers are to be filled out when submitting the application.
- ▶ Eight (8) copies of the plat of survey of the site for demolition are to be submitted with the application.
 - The application along with a copy of the survey will be forwarded to the following departments: Electric, Water, Sewer, Fire Prevention, Public Works City Arborist, Engineering Departments, for their review and comments. The building permit will not be issued until all reviews are completed.
- ▶ Our goal is to complete the review of your building permit within 10 working days.

Application – Permit Fees:

- Residential: **\$265.00** – due at time of submittal.
- Non-Residential: **\$375.00** – due at time of submittal
- All partial demolitions that do not include disconnect of any utility service
 - Base fee of **\$45.00** – due at time of submittal

Homeowner – Contractor Responsibilities:

- ✓ It is the responsibility of the applicant to arrange for the utilities to be disconnected. The information is to be recorded on the second page of the application under the Utility Disconnection Information Section. Be advised a building permit will not be issued until all utility services have been disconnected. **A letter is required to the attention of the Building Zoning Division from NICOR Gas Company advising of the completion of the disconnection from the subject property.**

Inspections

Inspections prior to permit being issued:

- △ Silt fence for erosion control
- △ Fencing of lot
- △ Fencing for tree protection – on lot and parkway
- △ Restroom facilities

Inspections during demolition:

- Sewer and water capping (at main)
 - Secure R.O.W. permit if necessary
- Final Inspection

Building Codes:

The following are the Building Codes, which the City of St. Charles has adopted:

- St. Charles Municipal Code
- 2003 Int'l Building Code w/revisions
- 2003 Int'l Mechanical Code w/revisions
- 2002 Nat'l Electrical Code w/revisions
- 1998 IL State Plbg Code w/revisions
- 2000 Int'l Residential Code/revisions
- Fire Prevention Codes
- 2003 Int'l Fuel Gas Code w/revisions

General Comments:

- * Inspections shall be called a minimum of 24 hours before they become due.
- * Call J.U.I.L.E. (Joint Underground Location for Inspectors and Engineers) at least 48-hours prior to any digging to locate any underground utilities. **(1-800/892-0123)**
 - Electric Utilities Red
 - Comcast (Cable) Orange
 - Northern Illinois Gas (NICOR) Yellow
 - Sewer Utilities Green
 - Telephone Utilities Orange
 - Water Utilities Blue

Dig number _____ **Date notified** _____

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Application for DEMOLITION Permit
Please Print

Application Date: _____

Permit No. _____

Parcel No. _____

Please check which use this demolition application is for:

- ☐ **Residential**
☐ **Non-Residential**
☐ **Partial Demolition (does not include disconnect of any utility services)**

Please submit the following:

- Complete filled out and signed application
- Eight (8) copies of the plat of survey
- Submittal fee:
 - Residential (Submittal fee \$265.00)
 - Non-Residential (Submittal fee \$375.00)
 - **Partial Demolition (Submittal fee \$45.00)**

Building – Property Information

Site Address: _____

Building Dimensions: Length: _____ Width: _____ Height: _____

Square footage of building: _____ Estimated cost of demolition: _____

Name of Business that will Occupy Space: _____

Is the property located in the Historic Preservation District? Yes: _____ **No:** _____

Property Owners Information

Name: _____

Phone #: _____

Address: _____

Applicant Information

Name: _____

Phone #: _____

Address: _____

Fax #: _____

Contractor Information

Demolition Contractor Information:

Name: _____

Phone #: _____

Address: _____

Fax #: _____

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Application for Demolition
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Contractor/Person who is responsible for sealing sewer connection:

Name: _____ Phone #: _____
Address: _____ Fax #: _____
_____ License No. _____

Utility Disconnection Information:

It is the responsibility of the owner/applicant to contact the following utility companies to arrange for the removal of their equipment and services. **A letter is required to the attention of the Building Zoning Division from NICOR Gas Company advising of the completion of the disconnection from the subject property.**

UTILITY	Person Contacted	Date of Contact	Date of Disconnect
City Departments:			
Electric (377-4407)	_____	_____	_____
Water (377-4463)	<u>Paul Marschinke</u>	_____	_____
Sewer (377-4462)	<u>Dan Rowe</u>	_____	_____
Public Works (377-4459)	<u>Ben Deutsch</u>	_____	_____
Outside Agencies:			
NICOR (gas)	_____	_____	_____
SBC/Telephone	_____	_____	_____

Anticipated date of demolition: _____

I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.

PRINT NAME: _____ **SIGNATURE:** _____

REPORT OF THE BUILDING OFFICIAL

Remarks: _____

Accepted: _____ **Rejected:** _____ **Date:** _____

Signed: _____

For Office Use
Received _____
Fee Paid \$ _____
Receipt # _____
Check # _____

Date that copies of application were distributed to:

Electric: _____	Engineering: _____	Fire: _____
Meter: _____	PW: _____	Historic Preservation: _____
Sewer: _____	Water: _____	

Comments: _____
